

**ESF Coordinator**

Stillwater County Disaster and  
Emergency Services

**Support Agencies**

Columbus City Department Heads  
Stillwater County Department Heads

**Primary Agencies**

City & County Elected Officials

Local Government Agencies, Districts and Other  
Entities  
Stillwater-Billings Clinic  
American Red Cross  
Montana Disaster and Emergency Services

**Introduction**

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**Purpose**

Emergency Support Function (ESF) #5 – Emergency Management provides the core management, legal and policy direction for a multi-jurisdictional, county-wide system for collecting, analyzing and sharing information through situation reporting and analyzing efforts of emergencies. Such a system will help with public warning, emergency response, disseminating critical communications, damage analysis and assessment and recovery efforts. ESF #5 provides for management of the EOC and all appropriate response organizations in support of emergency operations.

**Scope**

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ESF #5 serves as the coordination ESF for all local government entities and jurisdictions within Stillwater County, Montana for incident and emergency management from hazard mitigation and preparedness to response and recovery. During activation ESF #5 identifies resources to alert, activate, assign and deploy for effective response.

ESF #5 activities include functions that are critical to support and facilitate planning and coordination of operations for incidents or events. This includes: staffing the EOC; incident action planning; coordination of operations; logistics management; direction and control; information collection, analysis, and management; facilitation of disaster declarations; resource acquisition and management, facilities management, financial management; and other support as required.

ESF #5 actions are categorized to include six primary functions:

**Incident Support:** supports incident decision-making, setting objectives and provides a system of emergency management when needed.

**Resource Acquisition and Tracking:** provides a system for acquiring, assigning, tracking mobilization, deployment, utilization and demobilization of resources.

**Planning:** supports the development of Incident Action Plans which details the priorities, objectives and results to be achieved by the city-county EOC and the incident.

**Incident Documentation:** provides for documentation, cost analysis, damage assessments and other coordinating activities.

**Declaration Process:** facilitates the emergency or disaster declaration process, policy review and consideration of disaster or emergency funding sources.

**EOC Management:** provides for management of the EOC.

## Policies

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**Table 5-1. Policies**

General	<ul style="list-style-type: none"><li>• ESF #5 is activated by Stillwater County Disaster and Emergency Services (SC DES) upon notification of a potential or actual incident or event that requires a coordinated response and support.</li><li>• ICS and NIMS principles shall be followed for all emergencies or disasters.</li><li>• ESF#5 provides an overall coordination system implemented to manage operations during a disaster or emergency.</li><li>• Actions initiated under ESF #5 are coordinated and conducted cooperatively with federal, state and local landowners, agencies and incident management officials and with private entities as required.</li><li>• Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the primary ESF #5 agency for the incident.</li><li>• ESF#5 staff may request resources under existing county mutual aid agreements while operating under the direction of the Coordinator of SC DES and following ICS principles.</li><li>• Whenever Stillwater County qualifies for state and/or federal human services disaster assistance, individuals, families, and businesses will be referred to applicable state, federal and/or community programs.</li><li>• When individuals, families, and businesses do not qualify for state or federal assistance, or whenever Stillwater County declares a local emergency which is not followed by a state or federal declaration, assistance will be provided in accordance with existing county policy and programs or by community programs.</li><li>• Public damage and response costs will be borne by the incurring organization.</li><li>• Reimbursement may be provided through state, federal programs or other sources, as available.</li><li>• Mitigation grant applications will be the responsibility of the requesting organization and must be approved by the Board of County Commissioners prior to submission.</li></ul>
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## Emergency Support Function #5- Emergency Management

Supporting Incidents	<ul style="list-style-type: none"> <li>The ICS and NIMS Principles will be used in any size or type of disaster or emergency to control response personnel, facilities, and equipment.</li> <li>ESF #5 will facilitate a policy and legal group at the EOC when needed to provide answers to policy, legal and multi-jurisdictional questions when clarification is needed by an incident.</li> <li>Unless otherwise specified, incident objectives shall be (in order) <ol style="list-style-type: none"> <li>1) Protection of Life Safety</li> <li>2) Incident Stabilization</li> <li>3) Critical Infrastructure Protection</li> <li>4) General Property Protection</li> </ol> </li> </ul>
Resource Acquisition and Tracking	<ul style="list-style-type: none"> <li>The county EOC may establish resource acquisition, assignment, tracking, deployment, utilization and demobilization of resources during resource shortages or as needed to effectively manage the disaster or emergency as a whole.</li> <li>Resources may not be moved from one incident to another without EOC involvement to ensure accurate resource tracking and personnel accountability.</li> <li>ESF #5 allocates resources in line with the best use towards achieving objectives, track use and effectiveness.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>ESF #5 may require reports from incident commanders in the field in order to establish information for reporting needs.</li> <li>ESF #5 will develop operational plans (IAP) and supporting documents using standard ICS forms.</li> <li>Supporting documents or reports may include any information needed by ESF #5 to execute their duties.</li> </ul>
Incident Documentation	<ul style="list-style-type: none"> <li>The Documentation Unit shall document activities at the EOC.</li> <li>Incident documentation may include facilitating the collection and summary of information helpful to any area of the disaster or emergency.</li> <li>SC DES coordinates the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions and public entities and forward the information to state emergency management for a determination of whether the County will be recommended for federal human services assistance, public assistance, or both.</li> <li>Incident documentation may include situation reports, declarations, damage assessments, cost estimates, etc.</li> </ul>
Declaration Process	<ul style="list-style-type: none"> <li>The declaration process follows MCA 10-3 and other applicable laws or processes.</li> </ul>

EOC Management	<ul style="list-style-type: none"><li>• SC DES provides management and direction of the EOC and facilitate ESF #5.</li><li>• EOC management includes establishing and maintaining contact and information flow with the incidents, the SECC, local governments, state, federal agencies and private or non-profit organizations.</li></ul>
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## Concept of Operations

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### General

SC DES organizes the ESF staff and support agencies based upon the core functional areas described in succeeding paragraphs. ESF #5 organizes and coordinates the capabilities and resources of the local government to facilitate the delivery of services, technical assistance, expertise, and other support for incidents requiring a coordinated response.

ESF #5 provides for support to incidents within Stillwater County. This support may include decision making review and input to clarify any potential issues with laws, regulations, policies or government guidance. Support may also include setting objectives for incidents and providing a system of multi-jurisdictional emergency management when needed, including coordinating with adjacent and all other involved counties or government jurisdictions.

ESF #5 provides a county-wide system for acquiring, assigning, tracking mobilization, deployment, utilization of and demobilization of resources, especially when an incident crosses jurisdictional boundary or when there are multiple incidents occurring at the same time. Resources are allocated based on objectives, needs, and other information that helps determine where the resources would have the greatest impact towards achieving the objective.

ESF #5 provides for planning related to emergency management, which may, or may not include the individual incidents. This includes the development, completion and dissemination of operational plans and supporting documents that detail the priorities, objectives and results to be achieved by the EOC.

ESF #5 provides incident documentation.

ESF #5 facilitates the disaster or emergency declaration process following MCA 10-3 through the EOC and the local government elected officials.

ESF #5 provides for EOC management during an emergency and ensures the readiness of the EOC to respond to a disaster during non-emergency times. This may include maintaining agreements and/or rosters of staff, exercising EOC capabilities, establish SOPs and SOGs for the EOC, develop and maintain mutual aid agreements with services that may be needed and neighboring government agencies, non-profits and third parties, provide or attend training to maintain capabilities and other actions which may ensure the readiness of all aspects of the EOC.

Support agencies will provide assistance under the Incident Command System in place to the ESF Coordinator and Primary Agencies in line with their agency mission and functions. Types of support may include being subject matter experts, providing technical assistance, providing resources and expertise as required to support incident objectives.

**Table 5-2. Functional Categories and Responsibilities**

	ESF Primary Agency	ESF Responsibilities
Incident Support	SC DES	<ul style="list-style-type: none"> <li>• Supports individual incidents within the county to include setting priorities and objectives for incidents.</li> <li>• Supports incident decision making through advising incident staff on laws, policies, priorities, objectives and situation assessments.</li> <li>• Provides a system of multi-jurisdictional emergency management based on the needs of the incident(s).</li> </ul>
Resource Acquisition and Tracking	SC DES	<ul style="list-style-type: none"> <li>• Coordinate with incident(s), other ESFs, other counties and local governments, state agencies, state EOC, federal agencies involved and any other entities who may provide resources needed for emergency management.</li> <li>• Ensure cost tracking and resource accountability by tracking resource acquisition, assigning resources to incidents based on incident priorities and objectives, tracking mobilization, deployment, utilization and demobilization of resources.</li> <li>• Participate in planning meetings as requested to complete the ICS-215 and ICS-215a forms.</li> </ul>
Planning	SC DES	<ul style="list-style-type: none"> <li>• Provide planning capabilities first at the EOC and then to the incidents as needed.</li> <li>• Ensure the development, collection, analysis, and dissemination of critical information, operational plans and supporting documents.</li> <li>• Sets overall situational priorities.</li> <li>• Evaluates incident objectives when there are multiple incidents and assigns resources based on overall situational priorities.</li> <li>• Develop initial situational assessment and anticipate the need for recovery planning and actions.</li> <li>• Facilitate planning, briefings and other processes at the EOC.</li> <li>• Collect and track cost information for all incidents and the EOC.</li> <li>• Provide mapping as part of the planning process through GIS staff and available data/metadata.</li> <li>• Collect field information with Field Observers (FOBS) as needed ensuring accurate information.</li> </ul>
Incident Documentation	SC DES	<ul style="list-style-type: none"> <li>• Provide for incident documentation needs at the EOC including cost analysis and damage assessments.</li> <li>• Provide documentation for situational assessments, planning, policies, disaster declaration processes, operational processes, EOC activities and results.</li> <li>• Provide documentation to agencies involved in the response as needed.</li> </ul>

Declaration Process	Elected Officials	<ul style="list-style-type: none"> <li>• Complete declaration process following MCA 10-3 as necessary.</li> <li>• Exercise powers of elected officials during a disaster following MCA 10-3 as needed.</li> </ul>
EOC Management	SC DES	<ul style="list-style-type: none"> <li>• Provide direction and control of EOC operations.</li> <li>• Provide or arrange for staffing of the EOC in support functions through existing personnel of primary or support agencies or acquire staff from additional agencies or groups who may be able to staff functions.</li> <li>• Facilitate information dissemination to the public and media through mass communication methods and through a JIS/ JIC for media releases.</li> </ul>

## Organization—Response Structure

ESF #5 operates under the direction of SC DES. SC DES will identify and provide a coordinator based on the assistance needed for an incident requiring the activation of ESF #5.

When an incident or incidents require assistance from more than one of the ESF #5 functions, or activation of multiple ESFs from this EOP, SC DES may delegate leading individual functions to ad-hoc emergency employees. Ad-hoc emergency employees provide a regional point of contact that represents ESF # 5 in its dealings with any Unified Command Group. The Coordinator of the SC DES may supervise ad-hoc emergency employees.

## Actions and Responsibilities

**Table 5-3. Actions and Responsibilities**

Functional Category	Actions and Responsibilities
General	<ul style="list-style-type: none"> <li>• SC DES activates ESF #5 and notifies required personnel or individuals of activation.</li> <li>• Coordinate preparedness, response, recovery and mitigation planning and activities including incident action, current and future operations planning.</li> <li>• All personnel shall follow ICS and NIMS principles while executing their duties associated with ESF #5.</li> </ul>

## Emergency Support Function #5- Emergency Management

Incident Support	<ul style="list-style-type: none"> <li>• Establish communications with each individual incident.</li> <li>• Notify individuals needed to fill the policy group, legal group and other advisory groups as necessary to support decision making for incident personnel.</li> <li>• Review situational assessment, values and resources at risk.</li> <li>• Provide a system of multi-jurisdictional emergency management as needed to share information and ensure the timely flow of information across jurisdictional boundaries.</li> <li>• Establish overall situational priorities.</li> </ul>
Resource Acquisition and Tracking	<ul style="list-style-type: none"> <li>• Coordinate the location and provision of resources with other ESFs to support their primary functions.</li> <li>• Assign available resources to each incident based on identified situational priorities.</li> <li>• Track the status (mobilization, deployment and utilization) of all primary and support resources.</li> <li>• Request/ acquire additional resources from the SECC, DFO, local jurisdictions or other partners as needed.</li> <li>• Facilitate and ensure the demobilization of resources as they are released from the incident.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• Establish a process for resource ordering with each incident.</li> <li>• Coordinate staffing of the Planning Section at the EOC.</li> <li>• Identify resources, supplies, personnel and types of assistance needed to support emergency operations.</li> <li>• Develop an initial situational assessment and update it each operational period.</li> <li>• Facilitate information exchange, briefings, information displays, and operational planning related to emergency activities.</li> <li>• Provide information as needed to the command structure and EOC staff.</li> <li>• Complete the development of operational plans/ planning following the "Planning P".</li> <li>• Ensure dissemination of plans and information.</li> </ul>
Incident Documentation	<ul style="list-style-type: none"> <li>• Establish and communicate process for documentation of actions and decision making at the EOC to staff.</li> <li>• Work with EOC staff to complete and document accurate cost analysis and damage assessment estimates and provide those to internal and external agencies as needed.</li> <li>• Coordinate activities with other levels of government as necessary to facilitate effective response.</li> <li>• Maintain an information sharing portal such as WebEOC, LEEP, SharePoint etc....</li> <li>• Ensure compliance with documentation procedures.</li> </ul>

## Emergency Support Function #5- Emergency Management

Declaration Process	<ul style="list-style-type: none"><li>• In coordination with legal staff, elected officials and any other departments needed, prepare declaration documents following MCA 10-3.</li><li>• Review operational processes and actions to ensure compliance with policy, law and other relevant parameters of government.</li></ul>
EOC Management	<ul style="list-style-type: none"><li>• SC DES provides management of the EOC and its staff or assigns a representative to fill that role.</li><li>• Implement EOC Activation SOPs/ SOGs and adjust as necessary to achieve objectives.</li></ul>



## Signatures

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We, the undersigned, understand our roles and responsibilities as outline in ESF #5.

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Carol Arkell, Coordinator  
Stillwater County Disaster and Emergency Services

The signatures on the promulgation documents at the beginning of the EOP will suffice as signatures for elected officials in ESF #5.